

DRAFT

**SUPPLIER QUALITY
INFORMATION GROUP**



SQIG ORGANIZATION

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page 1 of 7

Number: **SQIG-002**

Revision Number: **0**

Document Control Information

ATTENTION

The attached document was obtained from the *SQIG Website* and may be used to perform work.

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The record copy of this document is filed with the SQIG Document Control Coordinator

Responsible Organization: **SQIG Steering Committee**

Signature Approval:

SQIG Chair

Date

ORGANIZATION PROCEDURE

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page 2 of 7

Number: **SQIG-002**

Revision Number: **0**

1.0 PURPOSE

1.0 The purpose of this procedure is to establish the process for the control and distribution of Supplier Quality Information Group (SQIG) documents and records.

2.0 SCOPE

2.1 The requirements of this procedure are applicable to all SQIG members.

3.0 RESPONSIBILITIES

3.1 The following entities have responsibilities in this procedure:

- **Document Control Coordinator**
- **Database Administrator**

4.0 PROCEDURE

4.1 GENERAL REQUIREMENTS

4.1.1 The **DCC** is the point of contact and is responsible for ensuring actions of this procedure are followed.

4.1.2 The controlled copy of **SQIG** documents and records resides on the SQIG Homepage and takes precedence over all copies.

4.1.3 All document change notices (DCNs) shall be incorporated into the SQIG documents as they occur. Additionally, the DCN(s) will be electronically linked to the affected SQIG procedure.

4.1.4 Upon receipt of a new or revised SQIG procedure, the DCC shall review if for:

- Proper format
- Revision Number
- Document Numbering
- Approval Signature

4.1.5 Produce a file copy and place it in the records files.

4.1.6 Provide an electronic copy to the Database Administrator for placement in the procedures section of the SQIG Homepage.

ORGANIZATION PROCEDURE

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page **3** of **7**

Number: **SQIG-002**

Revision Number: **0**

4.2 DISTRIBUTION

4.2.1 All controlled copies of the procedures will reside on the SQIG Homepage.

4.2.2 A request for hard copies of the SQIG controlled documents will be honored for any person not having access to the Internet.

4.3 REQUEST FOR COPIES OF DOCUMENTS AND RECORDS

4.3.1 When a request for a copy of a document or record, the requestor shall contact the applicable contractor that is the record holder either by phone or e-mail.

4.3.2 The contractor will then make copies of the following documents; the checklist, audit report, and any objective evidence that is applicable to that document.

4.3.3 Along with the documents, the contractor will include the SQIG Release Form, (see Appendix A).

5.0 TRAINING

5.1 No training is required

6.0 FORMS

6.1 None

7.0 RECORDS MANAGEMENT

7.1 This procedure generates the following records:

Procedures

8.0 REFERENCES

8.1 SQIG Management Plan

9.0 APPENDICES

9.1 Appendix A: SQIG Release Form [Typical].

9.2 Appendix B: Change Notice [Typical]

ORGANIZATION PROCEDURE

Title: CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS

Page 4 of 7

Number: SQIG-002

Revision Number: 0

APPENDIX A

RELEASE AUTHORIZATION

Letter Number: (Letter Number)

Document Title: (Supplier Name)

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ORGANIZATION PROCEDURE

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page **5** of **7**

Number: **SQIG-002**

Revision Number: **0**

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ORGANIZATION PROCEDURE

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page 6 of 7

Number: **SQIG-002**

Revision Number: **0**

APPENDIX B

ORGANIZATION PROCEDURE

Title: CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS

Page 7 of 7

Number: SQIG-002

Revision Number: 0

Bechtel Nevada		
CHANGE NOTICE		
Page of		
Document Title:		
Document No. And Revision No.:		Change Notice No.: CN-
Effective Date:		
Page	Paragraph	Description of Change
Justification:		
Training Required? If "YES", Describe: <input type="checkbox"/> Yes <input type="checkbox"/> No		Controlled Document Stamp
_____ Responsible Manager		_____ Date

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ORGANIZATION PROCEDURE	
Title: CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS	Page 8 of 7
Number: SQIG-002	Revision Number: 0

Page 8 of 7

Revision Number: 0

(cont)

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ORGANIZATION PROCEDURE

Title: **CONTROL AND DISTRIBUTION OF SQIG DOCUMENTS AND RECORDS**

Page 9 of 7

Number: **SQIG-002**

Revision Number: **0**

APPENDIX B (cont)

Instructions for Completing a Change Notice

Document Title:

The title of the document to which the "Change Notices" (CN) applies. The entry in this block matches the title shown on the current revision of the relating document.

Document No. and Revision No.:

The document number and revision number as shown on the relating document.

Change Notice No.:

This number is assigned according to Company Procedure C-J15.001, "Numbering and Filing Publications." A CN number begins with "CN," continues with the alpha/numeric number assigned to the document, and adds a hyphen followed by a two-number, sequential designator that indicates the number of "Change Notices" that have been issued to a specific revision of the document. For example, the first CN issued to a procedure would be shown as "CN-[document number]-01."

Effective Date:

The date a document is distributed and available for use

Page and Paragraph Columns:

Identify the page and paragraph number(s) where the change(s) occur in the document.

Description of Change Column:

Provide the exact wording for changes, additions, or deletions. More than one change may be described here.

Justification:

Provide the justification for initiating the CN.

Training:

Describe mandatory training required by the CN and specify how training is accomplished. Also, indicate what organization will conduct the training

Responsible Manager:

Signature approval for the CA will correspond to the level of approval of the document that is being modified. For example, the Deputy General Manager who approved the relating procedure would approve CNs relating to that procedure; CNs initiated to change LIDs are approved by the functional manager who approved the relating LID.